

Weekly Report for Week Ending 4 November 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

(1) Watch Office in DD/P

25X1

Recommended Flexoline units with 100 panels listing over 5,000 quick references for office's editors has been installed and is being used successfully. Project closed.

2. Assignments

25X1

a. Shelf Filing

- (1) OP/Records and Services/Test Installation
- (2) OO/Contact Division
- (3) Security/Building 13.

25X1

No change since previous report.

(4) OTR/Assessment and Evaluation Staff

Installation of shelving in secure area is in progress. Selected tentative location for shelving originally ordered for area no longer available.

(5) OTR/Operations School/Headquarters Training

- (7) Office of Communications/TIT Staff
- (8) ORR/Map Library

No change from previous report.

b. Filing Systems

(1) Watch Office in DD/P

25X1

Project successfully closed. See Contributions above, Para. 1 (1).

25X1

c. Records Control Schedules

(1) Executive Registry

25X1

Schedule returned from . Being reviewed by Records Disposition Branch and transmittal letter being prepared.

25X1

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25X1 (2) FI Staff []

25X1 (3) OCI []

Revised schedule for the Support Staff being typed.

25X1 []

25X1 Portions of the schedule that have been prepared are being referred to [] for review.

d. Special Projects

25X1 (1) SSA/DD/S []

(2) DD/P/Support Records []

25X1

(3) Predecessor Agency Records []

25X1

(4) Refresher Training Workshops in Filing []

25X1

25X1 Preparation for the Second Filing Workshop is started. Registrar reports 11 applications received so far. List closes 9 Nov. Class set for 16 Nov. for DD/I employees. Conferred with [] of OTR on letter classification lecture and handouts. Student kits being assembled. [] has transferred to DD/P and so [] will deliver opening speech of welcome for OTR.

25X1
25X1

(5) Revision of Notices on Filing Equipment and Supplies []

25X1

Made three changes in draft. [] suggested changes to cover situations unique to DD/P. Revised draft is now at Logistics for informal coordination with Catalog Branch and also []

25X1

25X1

(6) Bulletin on Records Center and Revised Form No. 140. []

25X1

No change.

(7) Records Center Article for Support Bulletin []

25X1

25X1 Article revised to include suggestions of [] []

25X1

(8) Follow-up on Unused Safes []

25X1

Additional reports received from DD/I and DD/S ARO's. No comment yet from DD/P.

(9) Logistics/Real Estate and Construction Division [redacted] 25X1

(10) Report on TDY, [redacted] 25X1

(11) [redacted] 25X1

(12) Transfer of Certain Captured German Documents from State Department and National Archives to CIA [redacted] 25X1

25X1 (13) Records of President's Advisory Committee on Political Refugees [redacted]

25X1 (14) DDP/PP Staff [redacted]

Records in the office of the Chief of PP Staff were inventoried.

(15) Records Officers Conference [redacted] 25X1

25X1 [redacted] 37 person are attending the conference. [redacted]
[redacted] from this branch. 25X1

25X1 e. Vital Materials [redacted]

25X1 [redacted] of ORR visited the Repository to review vital materials deposits of the Services Division/ORR.

f. Microfilming

(1) OCR/IR

(2) OCR/GR

Continuing.

g. [redacted] is attending the Conference at [redacted] as part of his training in Records Disposition. 25X1 25X1

3. News

None

[redacted] 25X1

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